

## **Reporting a white-collar crime**

All investigations begin with the filing of an initial report. Initial reports may be completed:

1. Station report at any Bernalillo County Sheriff's Department substation.
2. Calling the Bernalillo County Sheriff's Department non-emergency number (505) 798-7000.
3. Telephone Report Unit at (505)

A deputy must collect all original documents. Please protect originals by placing them in a resealable plastic bag.

Shortly after an initial report has been completed, case letter will be mailed. Case letters result from a preliminary screening of the initial report. Case letters list a variety of documents that must be collected and mailed within thirty days of receipt of a case letter. Upon receipt of the appropriate documents an investigation will be initiated.

All documents, excluding originals, must be forwarded to:

Bernalillo County Sheriff's Office  
Attention: White Collar Crimes Unit  
P.O. Box 25927  
Albuquerque, N.M. 87125

Please use the following guidelines to assist you in collecting the documents relevant to your incident.

### **FRAUD GUIDELINES**

The crime of fraud is defined by New Mexico State Statute section 30-16-6 and you may view the text at the Bernalillo County Sheriff's Department web site. Fraud occurs when a person "tricks" or misrepresents something to another person, who relied on this trick, into giving them something valuable. Fraud is specific to each situation and as a result various documents are necessary to establish what is commonly referred to as "the paper trail". Documents in the following categories, while not exhaustive, must be forwarded to the BCSO White-Collar Unit before an investigation can be initiated.

1. **Event Chronology.** Complete a chronology of events illustrating what happened, when it happened and who was involved.
2. **All records and writings involved in the transaction.**
  - A. Includes contracts, agreements, promises, receipts, leases and any documents that support the transaction your money was in exchange for.
  - B. Any writings, brochures, articles that were used to influence your decision to participate in this incident.
  - C. Any witnesses to the transaction.

3. **Records reflecting value.**
  - A. Include receipts, if available, documents reflecting an unbiased value of what was taken.
  - B. Records reflecting the movement of money such as deposit drafts, sales drafts, checks, Electronic Fund Transfers forms, etc.
4. **Fraud Affidavit and statements**
  - A. Includes affidavits sent to each Credit Bureau, Credit Card Company, Bank Fraud Department etc.
  - B. The contact name and telephone number for the assigned fraud investigator or person the unauthorized use was reported to including the dates and times of contact.
5. **Other records.**
  - A. Relevant Cellular phone records. Relevant records for a cellular telephone are records related to a cellular telephone, which was the result of an unauthorized purchase. These records should include the application for the cellular phone, the billing statements and any billing information.
  - B. Witnesses and contact information
  - C. Any information related to the history of the suspect. This would include employers, previous incidents, police reports, aliases, residences, etc.

**Please note the name, date, time and telephone number for each person you contact regarding your case.**